

# Names and identifiers of individuals and groups — Data structure for interoperability — Specification

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- Defence Estates
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## Foreword

This British Standard is published under the authority of Technical Committee, IST/36.

The Data Protection Act, 1998 [1] should be taken into account when storing any data about people.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a British Standard does not of itself confer immunity from legal obligations.**

### Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 19 and a back cover.

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## 1 Scope

This British Standard specifies a data structure for recording names and identifiers of individuals and groups for the purposes of interoperability between information systems. The data structure is presented as a data model in Unified Modelling Language (UML). The model is formed around six basic classes of objects: person (see 4.1); person name (see 4.2); person identifier (see 4.3); group (see 4.4); group name (see 4.5) and group identifier (see 4.6).

This British Standard defines the attributes of these classes of objects in structured English and in tabular format, and specifies the name of the attribute, the UML form of the attribute name, the definition of the attribute, whether the attribute is mandatory or optional, whether there can be a single value of the attribute, or whether multiple values are allowed and the allowable values.

This British Standard also presents the attributes as an example XML schema (see Annex E).

This British Standard does not define how individual and group names are created. It does not prescribe any personal or group identifiers but does allow the use of existing identifiers such as National Insurance Number or customer reference number.

This British Standard is aimed at information specialists, systems developers and users who have a primary interest or involvement in the interoperability of information systems that use names and identifiers of individuals and groups.

## 2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 8601, *Data elements and interchange formats — Information interchange — Representation of dates and times*.

## 3 Terms and definitions

For purposes of this British Standard, the following terms and definitions apply.

### 3.1

#### **group (GROUP)**

set of people identifiable by some criteria for example a family or household, or formally constituted body for example a company or club

NOTE This corresponds to the object class GROUP in the UML model.

### 3.2

#### **group identifier (GROUPID)**

external identifier of the group, for example the company registration number

NOTE This corresponds to the object class GROUPID in the UML model.

### 3.3

#### **group name (GROUPNAME)**

name used to identify a group

NOTE This corresponds to the object class GROUPNAME in the UML model.

### 3.4

#### **person (PERSON)**

individual human being

NOTE This corresponds to the object class PERSON in the UML model. Examples of attributes that can be used for civil and registration purposes are given in Annex A.

### 3.5

#### person identifier (PERSONID)

external identifier of the person, for example the National Insurance Number or customer record number

NOTE This corresponds to the object class PERSONID in the UML model.

### 3.6

#### person name (PERSONNAME)

name used to identify a person

NOTE This corresponds to the object class PERSONNAME in the UML model.

## 4 Details of classes of objects

### 4.1 Person (PERSON)

#### 4.1.1 Structure

A person shall have attributes as defined in 4.1.2 and 4.1.3 and in accordance with Table 1.

NOTE 1 A UML model is shown in Annex B, which also shows the associations with the other classes. Examples are given in Annex C.

NOTE 2 As appropriate, additional attributes can be added by the user in the context of a particular application.

NOTE 3 Tests for checking conformance for PERSON are given in Annex D (see D.1).

NOTE 4 A person can also have a relationship to a group (membership), where a person can be a member of one or more groups.

**Table 1 — Attributes of person**

| Name              | UML name     | Description              | Obligation     | Maximum occurrences | Domain             |
|-------------------|--------------|--------------------------|----------------|---------------------|--------------------|
| person name       | PersonName   | Name of the person       | M <sup>a</sup> | N                   | PERSONNAME         |
| person identifier | PersonID     | Identifier of the person | M <sup>a</sup> | N                   | PERSONID           |
| address           | Address      | Address of the person    | O <sup>b</sup> | N                   | ADDRESS (see Note) |
| place of birth    | PlaceOfBirth | Person's place of birth  | O <sup>b</sup> | 1                   | Character          |
| date of birth     | DateOfBirth  | Person's date of birth   | O <sup>b</sup> | 1                   | Date               |
| gender            | Gender       | Person's current gender  | O <sup>b</sup> | 1                   | Character          |

NOTE The class ADDRESS is a structured address, conforming to a recognized standard, for example, BS 7666-3:2000, or the Royal Mail postal address.

<sup>a</sup> Mandatory attributes.

<sup>b</sup> Optional attributes.

All dates shall be recorded in accordance with ISO 8601, consistently either in the basic format (YYYYMMDD) or in the extended format (YYYY-MM-DD).

#### 4.1.2 Mandatory attributes

A person shall have the following mandatory (M) attributes:

- person name:** a name used to identify the person;
- person identifier:** an alphanumeric code used to identify the person.

#### 4.1.3 Optional attributes

Where appropriate, a person shall also have one or more of the following optional (O) attributes:

- address:** an address used to locate the person;
- place of birth:** where the person was born;
- date of birth:** when the person was born;
- gender:** whether the person is male or female.

## 4.2 Person name (PERSONNAME)

### 4.2.1 Structure

A person name shall have attributes as defined in 4.2.2 and 4.2.3 and in accordance with Table 2.

NOTE 1 A UML model is shown in Annex B, which also shows the associations with the other classes. Examples are given in Annex C.

NOTE 2 As appropriate, additional attributes can be added by the user in the context of a particular application.

NOTE 3 Tests for checking conformance for PERSONNAME are given in Annex D (see D.2).

Punctuation such as hyphens shall not be included in any attribute, unless it is a stated component of the attribute (e.g. “O’Rourke”).

Where a person has only one name, for example “Prince”, it shall be used for the family name.

Initials shall be recorded with a space between each character.

Each given name shall be a separate entry, which is recorded in sequence.

**Table 2 — Attributes of person name**

| Name             | UML name       | Description                                  | Obligation     | Maximum occurrences | Domain             |
|------------------|----------------|----------------------------------------------|----------------|---------------------|--------------------|
| person name type | PersonNameType | Type of name                                 | M <sup>a</sup> | 1                   | Character          |
| title            | Title          | Title of person                              | O <sup>b</sup> | N                   | Character          |
| initials         | Initials       | Set of initials for the person’s given names | O <sup>b</sup> | 1                   | Character          |
| family name      | FamilyName     | Family name of person                        | M <sup>a</sup> | 1                   | Character          |
| given names      | GivenName      | Forename or personal name                    | O <sup>b</sup> | N                   | Character (Note 1) |
| suffix           | Suffix         | Suffix to name                               | O <sup>b</sup> | N                   | Character          |
| language         | Language       | Language in which name was given             | O <sup>b</sup> | 1                   | Character (Note 2) |
| start date       | StartDate      | Date at which name started to be used        | M <sup>a</sup> | 1                   | Date               |
| end date         | EndDate        | Date at which name ceased to be current      | O <sup>b</sup> | 1                   | Date               |

NOTE 1 Each given name is a separate entry, recorded in sequence. The sequence order is significant. Thus “Edward”, “George” is a different name from “George”, “Edward”.

NOTE 2 This might be a code, as defined in BS ISO 639-2:1998. Where no language is specified, English (UK) is assumed.

<sup>a</sup> Mandatory attributes.

<sup>b</sup> Optional attributes.

All dates shall be recorded in accordance with ISO 8601, consistently either in the basic format (YYYYMMDD) or in the extended format (YYYY-MM-DD).

### 4.2.2 Mandatory attributes

A person name shall have the following mandatory (M) attributes:

- person name type:** the type of name, for example name given at birth, or preferred name;
- family name:** that part of a person’s name which is used to describe family, clan, tribal group or marital association;
- start date:** the date at which the name started to be used.

### 4.2.3 Optional attributes

Where appropriate, a person name shall also have one or more of the following optional (O) attributes:

- a) **title:** the form of address used to precede a person's name, for example Mr, Mrs, Ms, Dr, Rev, Sir, Lady, Lord, Dame;
- b) **initials:** the set of initials for a person's given names;  
NOTE The initials might not correspond to given names.
- c) **given names:** any forename or personal name of a person;
- d) **suffix:** a textual suffix that might be added to the end of a person's name, for example OBE, MBE, BSc, JP, GM;
- e) **language:** the language in which the name was given (which defaults to English);
- f) **end date:** the date at which the name ceased to be current (where appropriate).

## 4.3 Person identifier (PERSONID)

### 4.3.1 Structure

A person identifier shall have attributes as defined in 4.3.2 and 4.3.3 and in accordance with Table 3.

NOTE 1 A UML model is shown in Annex B, which also shows the associations with the other classes. Examples are given in Annex C.

NOTE 2 As appropriate, additional attributes can be added by the user in the context of a particular application.

NOTE 3 Tests for checking conformance for a PERSONID are given in Annex D (see D.3).

**Table 3 — Attributes of person identifier**

| Name                                                                    | UML name           | Description                                           | Obligation     | Maximum occurrences | Domain    |
|-------------------------------------------------------------------------|--------------------|-------------------------------------------------------|----------------|---------------------|-----------|
| identifier                                                              | Identifier         | Externally allocated reference for the person         | M <sup>a</sup> | 1                   | Character |
| person identifier descriptor                                            | PersonIDDescriptor | Description of identifier                             | M <sup>a</sup> | 1                   | Character |
| start date                                                              | StartDate          | Date at which identifier was assigned or became valid | M <sup>a</sup> | 1                   | Date      |
| end date                                                                | EndDate            | Date at which person identifier ceased to be current  | O <sup>b</sup> | 1                   | Date      |
| <sup>a</sup> Mandatory attributes.<br><sup>b</sup> Optional attributes. |                    |                                                       |                |                     |           |

All dates shall be recorded in accordance with ISO 8601, consistently either in the basic format (YYYYMMDD) or in the extended format (YYYY-MM-DD).

### 4.3.2 Mandatory attributes

A person identifier shall have the following mandatory (M) attributes:

- a) **identifier:** externally allocated reference for the person in the form of an alphanumeric sequence, for example "MY530175A";
- b) **person identifier descriptor:** description of the identifier, for example "National Insurance Number";
- c) **start date:** the date at which the identifier was assigned or became valid.

### 4.3.3 Optional attribute

Where appropriate, a person identifier shall also have an **end date:** the date at which the person identifier ceased to be current.